

PERSONNEL ACTION

For use of this form, see AR 600-8-6 and DA PAM 600-8-21; the proponent agency is ODCSPER

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: Title 5, Section 3012; Title 10, USC, E.O. 9397.

PRINCIPAL PURPOSE: Used by soldier in accordance with DA PAM 600-8-21 when requesting a personnel action on his/her own behalf (*Section III*).

ROUTINE USES: To initiate the processing of a personnel action being requested by the soldier.

DISCLOSURE: Voluntary. Failure to provide social security number may result in a delay or error in processing of the request for personnel action.

1. THRU (*Include ZIP Code*)
Only if needed

2. TO (*Include ZIP Code*)
CDR, AMEDDC&S (POC's Name)
AMEDD Personnel Proponent Directorate
ATTN: MCCS-DE, 1400 E. Grayson St.
Fort Sam Houston, TX 78234-5052

3. FROM (*Include ZIP Code*)
Soldier's Unit

SECTION I - PERSONAL IDENTIFICATION

4. NAME (*Last, First, MI*)

5. GRADE OR RANK/PMOS/AOC

6. SOCIAL SECURITY NUMBER

SECTION II - DUTY STATUS CHANGE (*AR 600-8-6*)

7. The above soldier's duty status is changed from _____ to _____ effective _____ hours, _____

SECTION III - REQUEST FOR PERSONNEL ACTION

8. I request the following action: (*Check as appropriate*)

<input type="checkbox"/> Service School (<i>Enl only</i>)	<input type="checkbox"/> Special Forces Training/Assignment	<input type="checkbox"/> Identification Card
<input type="checkbox"/> ROTC or Reserve Component Duty	<input type="checkbox"/> On-the-Job Training (<i>Enl only</i>)	<input type="checkbox"/> Identification Tags
<input type="checkbox"/> Volunteering For Oversea Service	<input type="checkbox"/> Retesting in Army Personnel Tests	<input type="checkbox"/> Separate Rations
<input type="checkbox"/> Ranger Training	<input type="checkbox"/> Reassignment Married Army Couples	<input type="checkbox"/> Leave - Excess/Advance/Outside CONUS
<input type="checkbox"/> Reassignment Extreme Family Problems	<input type="checkbox"/> Reclassification	<input type="checkbox"/> Change of Name/SSN/DOB
<input type="checkbox"/> Exchange Reassignment (<i>Enl only</i>)	<input type="checkbox"/> Officer Candidate School	<input checked="" type="checkbox"/> Other (<i>Specify</i>) Waiver Request
<input type="checkbox"/> Airborne Training	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members	

9. SIGNATURE OF SOLDIER (*When required*)

10. DATE (*YYYYMMDD*)

SECTION IV - REMARKS (*Applies to Sections II, III, and V*) (*Continue on separate sheet*)

Note: Use the scenario that applies to the soldier. Use your own judgment. There is no absolute correct way of filling out the REMARKS section.

Scenario 1: Evaluation

- Soldier is requesting evaluation for award of an ASI or MOS.
- ERB, 2-1, Transcripts or Diploma, Enlistment Contract are enclosed.

Scenario 2: Grade Waiver

- Soldier is requesting waiver for grade.
- ERB, 2-1, Transcripts are enclosed.
- Soldier will reenlist or extend to meet the TIS requirement prior to reporting for training.

Scenario 3: Aptitude Score Waiver

- Soldier is requesting waiver for Aptitude Score.
- ERB, 2-1, Transcripts are enclosed.
- Soldier will reenlist or extend to meet the TIS requirement prior to reporting for training.

Note: Please include the email address and contact numbers (fax and phone) of the soldier and requesting NCO.

SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL

11. I certify that the duty status change (*Section II*) or that the request for personnel action (*Section III*) contained herein -

☐ HAS BEEN VERIFIED ☐ RECOMMEND APPROVAL ☐ RECOMMEND DISAPPROVAL ☐ IS APPROVED ☐ IS DISAPPROVED

12. COMMANDER/AUTHORIZED REPRESENTATIVE

13. SIGNATURE

14. DATE (*YYYYMMDD*)